

# **Application Guide**

**for**

## **Solid Waste Management Grant Programs**

**State Fiscal Year  
2003**

**July 1, 2002 - June 30, 2003**



**Kansas Department of Health and Environment  
Bureau of Waste Management  
Planning, Grants and Public Education Unit  
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[www.kdhe.state.ks.us/waste](http://www.kdhe.state.ks.us/waste)**

# Solid Waste Management Grant Application Guide

## Table of Contents

	<u>Page</u>
Application Deadlines .....	i
Introduction .....	1
General Grant Guidelines .....	2
Grant Application Process .....	3
General Grant Proposal Format .....	5
 <u>Section</u>	
1      Household Hazardous Waste Grant Program .....	7
2      Small Quantity Hazardous Waste Generator Grant Program .....	9
3      Competitive Plan Implementation Grant Program .....	11
4      Solid Waste Management Planning Grant Program .....	11
5      Agricultural Waste Pesticide Grant Program .....	11
Other KDHE Grant Programs .....	12

**Kansas Department of Health and Environment**  
**Solid Waste Management Grant Programs**  
*for State Fiscal Year 2003*

<u>Grant Programs</u>	<u>Local Match Requirement</u> (Minimum)	<u>Deadline Dates</u>
1. Household Hazardous Waste Grants	40%	May 17, 2002 * August 16, 2002 * December 13, 2002
2. Small Quantity Hazardous Waste Generator Grants	25%	May 17, 2002 * August 16, 2002 * December 13, 2002
3. Competitive Plan Implementation Grants Round #11	25%	April 26, 2002
4. Solid Waste Management Planning Grants		
This grant program will <b>NOT</b> be offered in SFY 2003. A statewide contractor selected by KDHE will be performing waste characterizations at various landfills. For more information, please contact the Planning, Grants and Public Education Unit at (785) 296-1600.		
5. Agricultural Waste Pesticide Grants		
This grant program will <b>NOT</b> be offered in SFY 2003. A statewide contractor selected by KDHE will handle collection events. For more information, please contact Cathy Colglazier at (785) 291-3132.		

\* Subject to availability of funds.

For information, please write or call:

KDHE  
Bureau of Waste Management  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366  
(800) 282-9790 or (785) 296-1600 or fax us at (785) 296-8909  
Information is also available at the KDHE website [www.kdhe.state.ks.us/waste](http://www.kdhe.state.ks.us/waste).

*The Bureau of Waste Management is responsible for administering all solid waste grant programs.*

*Household Hazardous Waste Grant Program*

*Small Quantity Hazardous Waste Generator Grant Program*

*Competitive Plan Implementation Grant Program*

*Solid Waste Management Planning Grant Program*

*Agricultural Waste Pesticide Collection Grant Program*

## ***Introduction***

The Bureau of Waste Management within the Kansas Department of Health and Environment is responsible for administering all solid waste grant programs. This work has been assigned to the Planning, Grants, and Public Education Unit within the Waste Reduction, Planning and Outreach Section of the bureau. This unit also has the responsibility for: (1) regulatory oversight of the county and regional solid waste planning process; (2) the implementation of the “Kansas Don’t Spoil It” public education initiative; (3) the preparation and distribution of some bureau newsletters; (4) the coordination of technical conferences and other outreach activities; and (5) the distribution of technical information to citizens and businesses in Kansas regarding recycling, composting, source reduction, and other waste reduction activities.

This guidance document is designed to help counties, municipalities, regions and private entities involved in integrated solid waste management determine their eligibility to participate in the following grant programs.

1. ***Household Hazardous Waste Grant Program*** provides funding to counties, cities, and regional solid waste management entities to assist in the startup and first year of operation and development of household hazardous waste (HHW) programs.
2. ***Small Quantity Hazardous Waste Generator Grant Program*** provides funding to assist counties, cities or regional solid waste management entities to develop and implement small quantity generator programs.
3. ***Competitive Plan Implementation Grant Program*** provides competitive grant funding for the development and operation of recycling, source reduction, waste minimization and solid waste management public education programs. Counties, designated cities, municipalities, regional solid waste management entities and private entities are eligible. ***Due to the distinct differences in the Competitive Plan Implementation Grant Program, a separate guidance document has been developed. Please contact KDHE for the latest version.***
4. ***Solid Waste Management Planning*** grants will **NOT** be offered in SFY 2003.
5. ***Agricultural Waste Pesticide Collection*** grants will **NOT** be offered in SFY 2003.

## ***General Grant Guidelines***

*How to apply for a grant.*

The following are some basic guidelines that generally apply to all of the solid waste management grant programs:

### ***Summary of how to apply for a grant***

1. Request the application forms and any related guidance documents from KDHE program staff. (800) 282-9790 or (785) 296-1600
2. Determine if you meet the eligibility requirements.
3. Complete the application form.
4. Attach written proposal and cover letter. (See General Grant Proposal Format on Page 5.)
5. Submit application and proposal by application deadline date. **The application does not have to be received by KDHE on the deadline date, just postmarked by that date.**

*Some of the grant program eligible costs are travel expenses, capital equipment and supplies, and professional services.*

### ***List of some grant program eligible costs***

- **Salaries.** Personnel costs are generally expected to be in the match category for most grant programs. Dependence upon state grants to fund ongoing personnel should be avoided. In some grant programs, personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas will be allowed. ***Salaries are not eligible for grant funding in the Competitive Plan Implementation grant program.***
- **Travel Expenses.** In-state travel and out-of-state travel are eligible, however they must be part of the approved grant proposal. Final plans for out-of-state travel must receive prior approval by the department.
- **Capital Equipment and Supplies.** Capital expenditures are items exceeding \$500. ***Call the appropriate KDHE program manager prior to purchasing any capital equipment that is not included in your approved grant application.***
- **Professional Services.** Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, and environmental evaluations, when performed in conjunction with the operation of a program, process, or waste management system, other than routine solid waste disposal are eligible.

### ***List of some ineligible costs***

- The costs of preparing grant applications.
- The costs of preparing permit applications.
- Costs related to ongoing solid waste disposal operations.
- Costs incurred prior to the state fiscal year (July 1 - June 30) of the grant contract.
- Costs incurred after the grant contract period.
- Permit fees.

*A grant may be canceled if the grantee does not accept the grant award within 45 days of being issued.*

*At least one interim and one final report accounting for the funds and describing the grant program process is required.*

## **GRANT PROCESS**

### **STEP 1**

*Grant Program Announcement*

### **STEP 2**

*Application submitted*

### **STEP 3**

*KDHE performs application review to determine eligibility*

### **STEP 4**

*Grant contracts for eligible applications are routed through KDHE staff for comments and concurrence*

### **STEP 5**

*Award letter and contracts for signature are sent to applicant*

### ***Cancellation or termination of grant contracts by KDHE***

Any grant may be canceled if the grantee does not accept the grant award within 45 days of being issued. Grants may be terminated if it is determined that there has been no substantial performance, or there is substantial evidence of fraud, gross abuse or corrupt practices. Unavailability of funding or significant changes to the original KDHE approved grant proposal, particularly in the later months of the fiscal year, may also force the early closure of a grant contract and return of funds.

### ***Financial accounting and reporting requirements***

Grant recipients will be required to present at least one interim and one final report accounting for the funds and describing the grant program progress. Funds will be disbursed with a retainage linked to these reporting requirements. All applicants must certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which the grant is intended; that the grant project will be documented for both accounting and program progress purposes; and, that the documentation will be maintained and submitted when requested.

## ***Grant Application Process***

The grant application process is a multi-step procedure that can take anywhere from six weeks to several months to complete. Following is a breakdown of the various steps of the process.

- 1) Announcement of grants, workshops and the application forms and guidance documents are provided by KDHE.
- 2) Applicants request and complete grant application and file forms and all necessary attachments with KDHE by the appropriate deadline.
- 3) KDHE sends the applicant a letter acknowledging receipt of the application. Grant program staff carries out an initial review of the application and determines whether information submitted is adequate and meets general grant eligibility criteria and application requirements. If application is inadequate or fails eligibility or application requirements, applicant is notified by staff and modifications are made to correct any deficiencies.
- 4) If application can be approved, the grant administrator prepares a grant contract to go through the agency concurrence process. This process can take several weeks. **(Competitive Grants are approved or denied through a committee selection process prior to being routed through the agency concurrence process. Please see the separate grant guide for the Competitive Plan Implementation Grants.)**
- 5) Once the grant proposal has completed the concurrence process, a KDHE grant announcement letter goes out with the original grant contracts for the applicant to sign and return to KDHE.

STEP 6

*Grant contract is signed  
by KDHE and funds  
disbursed by the state  
business office*

STEP 7

*Affidavit of Expenditures  
along with other reports  
are required for further  
grant disbursements*

STEP 8

*Project is completed, final  
reports are submitted for  
final payment*

- 6) Upon receiving the signed contracts back from the applicant, they are forwarded to the KDHE Secretary for signature and execution. One original contract is sent to the applicant and the others are forwarded to the KDHE Office of General Services then to the Department of Administration business office for disbursement of the advance grant funds.
- 7) Applicant must file Affidavit of Expenditures forms, including receipts and explanation of all expenditures, and reports as required by each grant program for the initial disbursement and remaining contract balances. These submittals should happen no more than once a quarter.
- (8) Project is completed, final reports and affidavits of expenditures are filed with KDHE for approval and final grant disbursement. A retainage of 10% of the grant amount will be held until the final report is received and approved.

## **General Grant Proposal Format**

Included with any grant application form there **must be a narrative** that explains the proposed grant program activities, budgets and time lines. The following is a suggested format designed to help the applicant prepare a grant program application that can be evaluated quickly and easily. Depending upon the proposed project, this narrative can take a few pages or be a full sized feasibility document.

### ***BACKGROUND***

- \*\* Describe proposed program service area, including a list of all communities served by this proposed project and their population.
- \*\* Discuss local and community support for proposed program. Letters of interest, support, and/or commitment from the communities will strengthen an application.
- \*\* Address relevancy to existing County/Regional Solid Waste Management Plan.
- \*\* Describe any existing programs, related facilities and particular needs and purpose for applying for grant funds.

### ***PROPOSED PROGRAM DETAILS***

- \*\* Provide summary or abstract of the proposed project, program management and operational plan.
- \*\* Provide list of goals to be accomplished.
- \*\* Discuss how the proposed program will or will not affect existing public and private services.
- \*\* Provide implementation plan and timetable (*include permit process where appropriate*).
- \*\* Describe public education plan where applicable.

### **HHW Specific:**

- \*\* Provide detailed description of collection site, including drawings and specifications, traffic patterns, storage capacity, etc.
- \*\* Describe how the facility/program will be managed, include standard operating procedures, inspection forms, days/hours of operations, contingency plans, etc.
- \*\* Describe the waste collection, segregation and disposal methods and estimate the amount of hazardous wastes to be collected.
- \*\* Describe waste diversion plans, i.e. markets for car batteries, used oil or latex paints.
- \*\* Identify the hazardous waste management firm(s) or transporter(s) you are considering.
- \*\* Describe the public education and waste minimization program to be implemented.

### **SQG Specific:**

- \*\* Provide a detailed description of SQG Assessment to be developed.
- \*\* Provide a description of target SQGs, potential types of wastes, quantities etc.
- \*\* Discuss methods of screening regulated hazardous waste generators.
- \*\* Discuss method of handling and transporting SQG accumulations.
- \*\* Provide a description of SQG education and waste minimization programs to be implemented.

### ***RESPONSIBLE PERSONS***



- \*\* List persons or groups responsible for implementation. Include background information and biographical information on personnel.
- \*\* Estimate number of hours and staff necessary to complete each component of the proposed project.
- \*\* Define how the project will be coordinated between the parties responsible for implementation and other official agencies and organizations with overlapping jurisdiction.

### ***PROGRAM BUDGET***

- \*\* **Provide detailed cost estimates** for each component of the proposed program including expected staff hours and costs, lists of supplies and equipment needed with itemized costs, etc.
- \*\* Include a list of funding sources and resources for the proposed program.
- \*\* Describe the method(s)/source(s) of meeting grant match requirement.
- \*\* Discuss proposed method of financing for continued program operations.
- \*\* **FOR SQG APPLICATIONS ONLY** -- Provide detailed cost estimates for each component of the proposed SQG program. (Keep in mind no one grant award can be in excess of \$50,000).

### ***PROGRAM EVALUATION PROCEDURES***

- \*\* Detail procedures for program review, reporting and modifications.
- \*\* Provide an outline for the final report to be completed upon grant completion. Some program grants will have final report forms provided.

## ***1. Household Hazardous Waste Grant Program***

### ***BACKGROUND***

***The grant program does not subsidize ongoing operational expenditures.***

*Multiple grants are awarded only if such proposals are for expansions or improvements, such as expanding an existing program to serve additional communities.*

*The local match requirement is a minimum of 40% of the total proposed project cost.*

*If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE.*

*Please call for a status of grant funding availability prior to submitting an application for either the second or third rounds.*

The *Household Hazardous Waste Grant Program* was established in 1989. The program is designed to protect Kansas groundwater by reducing, recycling, properly disposing of household hazardous waste products, and encouraging the use of non toxic alternates. The grant program is considered "seed money" to assist local governments with the start up costs of developing and implementing a HHW program. The grant program does not subsidize ongoing operational expenditures. Public education is only funded as part of initial start up or specific expansion of a program. Ongoing educational expenses are ineligible. Communities may apply for funding for more than one year, but only to improve existing programs or to serve additional communities. However, the program does not allow any one community to receive funds for hazardous waste disposal for more than one year. This along with a local match requirement is to ensure that the community and local governments are committed to continue managing and financing the future operations of their program.

### ***FUNDING AND MATCH REQUIREMENT***

Funding for the program is from the Solid Waste Management Fee Fund and the Hazardous Waste Collection Fund. The local match requirement is a minimum of 40% of the total proposed project cost. This match may be comprised of either financial and/or in-kind commitments such as salaries or administrative overhead.

### ***PERMITTING REQUIREMENT***

If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE. Required permit applications shall consist of a complete application (including all required attachments) on a form supplied by the department. **It is strongly encouraged that contact be made with the permit staff prior to submitting the grant application in order to determine if the proposed grant project requires a new permit or a modification to an existing permit.** The latest version of the permit application can be found on the KDHE web page ([www.kdhe.state.ks.us](http://www.kdhe.state.ks.us)). The grants can be approved and awarded; however, payments will not be made until any required permit submissions are made.

### ***APPLICATION DEADLINES***

Three rounds of grants have been scheduled for the HHW program. However due to limited funding, monies may not be available for a second and third round. Therefore, prior to submitting an application for either the second or third rounds, call KDHE for a status of grant funding availability\*.

First Round	May 17, 2002
Second Round *	August 16, 2002
Third Round *	December 13, 2002

### ***EVALUATION CRITERIA***

*Communities that have never had an HHW collection event will receive highest priority.*

- Quality of proposal and proposed project.
- Relationship to Solid Waste Management Plan.
- Local government and community need and support.
- Hazardous waste collection estimates.
- Public education and waste minimization programs proposed.
- Mechanisms to finance future operational and disposal costs (*if applicable*).
- Operational history of the HHW facility (*if applicable*).

### ***ELIGIBLE PROJECTS***

*What are some projects that are eligible for HHW funding?*

- Development and implementation of a new permanent HHW collection facility/program.
- Development or expansion of a regional or satellite HHW collection program.
- Temporary HHW collection events.
- Enhancements of existing HHW facility/program.

### ***ELIGIBLE EXPENDITURES***

*What type of expenditures are eligible for HHW funding?*

- Education and waste minimization program costs, including contracting for professional services, materials, printing costs, etc. Public education is only funded as part of initial start up or specific expansion of a program. Ongoing educational expenses are ineligible.
- Capital expenditures for the construction, purchase, or expansion of a permanent HHW storage facility, mobile trailer and/or related equipment.
- Costs associated with the disposal of the collected waste with a licensed hazardous waste management company (one time only).
- Equipment and supplies necessary to manage the collected wastes.
- Related training expenditures.
- Personnel costs are generally expected to be in the match category for most grant programs. There is the general policy to avoid dependence upon limited state grant funding for ongoing personnel activities at the local level. Personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas may be allowed as a one time grant expenditure if long term support of the program can be assured.

*All expenditures must receive prior approval by KDHE either through the application process and prior to purchase of items exceeding \$500.*

### ***INELIGIBLE PROJECTS AND EXPENDITURES***

*What types of expenditures and projects are ineligible for HHW funding?*

- Existing HHW program operational costs.
- Indirect costs such as rent or administrative overhead.
- Other state or federal grant funds cannot be used as any part of the local match.
- Landscaping and related aesthetic expenditures (*may be used as local match, with prior approval*).
- Disposal costs related to SQG waste.
- State, regional, or national environmental conferences (*may be used as local match, with prior approval*).

## 2. Small Quantity Hazardous Waste Generator Grant Program

### BACKGROUND

The Kansas *Small Quantity Generator (SQG) Grant Program* was established with the passage of House Bill 2036 in SFY 1995 as an expansion to the HHW program. SFY 1996 was the first year SQG grants were available.

Small quantity generator hazardous waste and household hazardous waste are similar in that they can both be legally disposed of in a municipal solid waste (MSW) landfill. SQG is a term used to identify businesses that generate limited quantities of hazardous waste. It also refers to their regulatory requirements. From a quantity perspective, SQGs are the smallest generators of hazardous waste in Kansas and are exempt from certain regulations. SQGs sometimes are incorrectly referred to as “small business hazardous waste generators”. This is not necessarily true because it is the amount of hazardous waste a business generates, rather than the size of the business, that determines its regulatory category.

In Kansas, a small quantity generator is a facility that generates less than 55 lbs (25 kg) of hazardous waste, or less than 2.2 lbs (1 kg) of acutely hazardous waste, per calendar month. This is similar to what other states and the federal government consider to be a conditionally exempt small quantity generator (CESQG). Some common SQGs include dry cleaners, photo labs, print shops and paint contractors. SQGs are regulated in Kansas under K.A.R. 28-31-1 *et seq.* Although SQGs in Kansas are not subject to hazardous waste notification or reporting requirements and disposal in a permitted MSW landfill is legal, they are required to manage their hazardous waste in an environmentally sound manner.

In an attempt to divert these wastes from entering MSW landfills, legislation was enacted in SFY 1995 to allow SQG waste to be managed through existing HHW facilities with a permit amendment.

### FUNDING AND MATCH REQUIREMENT

The small quantity generator program is funded by the SWM Fee Fund. The local match requirement is a minimum of 25% of the total proposed project cost. The match can be comprised of either financial and/or in-kind commitments. K.S.A. 65-3415(f) limits aggregate grant amounts to \$150,000 annually with no one grantee receiving an aggregate amount exceeding \$50,000 total.

### PERMITTING REQUIREMENT

If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE. Required permit applications shall consist of a complete application (including all required attachments) on a form supplied by the department. **It is strongly encouraged that contact be made with the permit staff prior to submitting the grant application in order**

*It is the amount of hazardous waste a business generates, rather than the size of the business, that determines its regulatory category.*

*In Kansas, a small quantity generator is a facility that generates less than 55 lbs (25 kg) of hazardous waste, or less than 2.2 lbs (1 kg) of acutely hazardous waste, per calendar month.*

*SQG waste can now be managed through existing HHW facilities with a permit amendment.*

*The local match requirement is a minimum of 25% of the total proposed project cost.*

*If the project funded by the grant requires a new*

*permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE.*

*Left over SQG funds from the first round may be rolled into HHW grants, so be sure to call KDHE to determine the status of fund availability prior to submitting an application for the second or third round.*

*Only communities which are currently permitted to manage HHW may apply.*

*How will my application be evaluated?*

*All expenditures must receive prior approval by KDHE.*

*What are some ineligible projects and expenditures?*

**to determine if the proposed grant project requires a new permit or a modification to an existing permit.** The latest version of the permit application can be found on the KDHE web page ([www.kdhe.state.ks.us](http://www.kdhe.state.ks.us)). The grants can be approved and awarded; however, payments will not be made until any required permit submissions are made.

Three rounds of grants have been scheduled for the Small Quantity Generator Grant Program. However due to limited funding, monies may not be available for the second round. \* Prior to submitting an application for the second round, call KDHE to determine the status of grant funding availability.

First Round	May 17, 2002
Second Round *	August 16, 2002
Third Round *	December 13, 2002

### ***WHO CAN APPLY FOR AN SQG GRANT?***

Kansas counties, cities or regional solid waste management entities that are part of an interlocal agreement, which are currently permitted to manage household hazardous waste may apply.

### ***EVALUATION CRITERIA***

- Quality of proposal.
- Readiness to proceed, e.g. local support, facility, trained personnel, etc.
- Mechanisms to finance future operational and disposal costs.
- Operational history of the HHW facility.
- Proposed assessment of SQGs.
- Proposed SQG educational and waste minimization programs.
- Description of how program will or will not affect existing private services.

### ***ELIGIBLE PROJECTS AND EXPENDITURES***

- Expenditures associated with making an assessment of SQGs in the proposed area (may include contracting with professional services or hiring temporary employees).
- Advertising, public education and waste minimization program costs.
- Equipment and supplies necessary to manage the SQG wastes.
- Costs associated with facility modifications and/or expansions.
- Related training expenditures.
- Disposal costs of SQG wastes managed. (*Eligible for one year only.*)

### ***INELIGIBLE PROJECTS AND EXPENDITURES***

- Subsidizing regulated hazardous waste generators.
- Landscaping and related aesthetic expenditures (*may be used as local match, with prior approval*).
- Existing HHW operational costs.
- State, regional, or national environmental conferences (*may be used as local match with prior approval*).

*The Competitive Plan Implementation Grant program has a separate application guide.*

*KDHE will be working directly with a contractor to perform waste characterizations at various landfills across the state.*

*KDHE has contracted directly with a hazardous waste contractor to collect waste pesticides across the state.*

### ***3. Competitive Plan Implementation Grant Program***

***Due to the distinct difference of the Competitive Plan Implementation Grant Program, a separate guidance document was developed.*** The SFY 2003 deadline for the competitive grant program is:

Round #11

April 26, 2002

The application guide for the Competitive Plan Implementation Grant Program is updated after every round of grants. Please contact the Bureau of Waste Management for the latest version.

### ***4. Solid Waste Management Planning Grant Program***

***Solid Waste Management Planning grants will not be offered in SFY 2003.*** KDHE will be working directly with a contractor to perform waste characterizations at various landfills across the state. Please contact the Bureau of Waste Management for further information.

### ***5. Agricultural Waste Pesticide Collections***

***Agricultural Waste Pesticide grants will not be offered in SFY 2003.*** Rather than offering grants, KDHE has contracted directly with a hazardous waste contractor to collect waste pesticides across the state. Areas of the state which have not had access to previous waste pesticide collections will receive the highest clean up priority. No matching funds will be required from counties selected for clean up. Contact Cathy Colglazier of KDHE at (785) 291-3132 for additional details on the project.

## Other KDHE Grant Programs

*The application guide for enforcement grants will be available in early summer of 2001.*

*The purpose of the LEPP is to help Kansas counties establish and operate programs to protect water quality.*

*Counties may develop and implement objectives related to solid waste management, hazardous waste management, public water supply protection and nonpoint source pollution management as part of the LEPP.*

The Local Environmental Protection Program (LEPP) was established during the 1989 legislative session (K.S.A. 75-5657). The law states that “the State of Kansas shall provide state environmental protection grants to local health departments or other local entities for the purpose of developing and implementing environmental protection plans and programs.”

The purpose of the LEPP is to help Kansas counties establish and operate programs to protect water quality. Technical assistance and grants are available through KDHE, Bureau of Water, for this purpose. A priority goal of the LEPP is the adoption and enforcement of local environmental codes or ordinances for on-site sewage treatment, private water supplies and subdivision water and wastewater management in all Kansas counties. These components form the “Core Program” of the LEPP. Counties may also develop and implement objectives related to solid waste management, hazardous waste management, public water supply protection and nonpoint source pollution management as part of the LEPP.

For information regarding the LEPP grant program, please contact:

KDHE, Bureau of Water  
Watershed Management Section  
1000 SW Jackson, Suite 420  
Topeka, KS 66612  
(785) 296-4195